



To all Hirers of the Sports Dome

26th November 2024

Dear Hirer

As you will be aware, we currently have some issues with the sports dome which will affect your lettings over the coming year.

The heating system has been condemned due to serious health and safety concerns, following the annual inspection and service. The system cannot be fixed and must be replaced. As the heating system is a combined heating, fan and back up generator, the only solution is to replace the whole system which will cost in the region of £80,000 - £90,000.

As the dome is nearing the end of its life, replacing the heating system may not be cost effective so we are looking at other options for a long term solution. A decision will not be made before Christmas and the implementation of any solution is unlikely to happen before Summer 2025.

In the interim we have disconnected the heating, but the fan and generator are still in use. We are therefore able to continue to use and hire the dome, but it will be cold. This presents another problem as in cold weather, condensation forms inside the dome resulting in a wet floor, which poses a health and safety risk. We have put in place measures to deal with this risk, which includes wet vacuuming the floor of the dome daily and carrying out a risk assessment every hour by Westfield staff which will cover hire period weekdays until 9pm. If the risk assessment identifies that the dome is too dangerous to use, or if measures need to be put in place whilst you are using the facility, please be respectful of any decision that is made by our member of staff, as this may include your activity needing to stop and you having to vacate early. If you would like to continue to hire the dome on this basis, please could you confirm by contacting John Hole Lettings Manager via email john.hole@westfieldacademy.co.uk

If you normally hire the dome at weekends, it is unlikely that we can provide a member of staff to vacuum the floor and carry out the hourly risk assessments, however, we are willing to look at possible solutions if you can be flexible. Please contact me via email to discuss this sarah.stone@westfieldacademy.co.uk

If you do not wish to hire the dome whilst the heating is out of action please contact John Hole who will cancel your letting and ensure no charges are incurred.



Please also note that if, at any point, the dome becomes permanently unsafe to use, we will let you know at the earliest opportunity.

If you have any other queries please contact John or myself. We will update you again before the Christmas holidays with any new information.

Thank you for your understanding with this matter.

Yours faithfully

Sarah Stone
Business Manager



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